Vision, Mission, Principles, and Values
SETAC’s Vision and Goals

Vision

Environmental Quality Through Science®

Goals

Advance environmental science

Promote science-based decisions making
Principles

1. Multidisciplinary approaches
2. Balance in participation
3. Science-based objectivity
1. Transparency
2. Integrity
3. Diversity and inclusion
4. Equity
5. Sustainability
6. Cooperation and civil dialogue
SETAC Structure
SETAC

- Participate and Volunteer in Programs
- Develop & Manage Programs
- Identify Policies & Programs

Governance

Individuals

Participate and Volunteer in Programs

Staff
Legal Responsibilities of a Board Member

- Care
- Obedience
- Loyalty
## Governance Decision Matrix

<table>
<thead>
<tr>
<th>Action</th>
<th>ExCom</th>
<th>Governance</th>
<th>ED &amp; Staff</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED Hire/Fire</td>
<td>C/D</td>
<td>A</td>
<td>C</td>
<td>D (search committee)</td>
</tr>
<tr>
<td>Governance Meetings: Dates &amp; Agenda</td>
<td>A</td>
<td>C</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Staffing</td>
<td>C</td>
<td>I</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Major Budget Deviations</td>
<td>C</td>
<td>A</td>
<td>D</td>
<td>C (Finance Committee)</td>
</tr>
<tr>
<td>Urgent Statement</td>
<td>A</td>
<td>I</td>
<td>D</td>
<td>C (Comms Team)</td>
</tr>
<tr>
<td>Policy</td>
<td>D</td>
<td>A</td>
<td>C/D</td>
<td>C (Legal or ad hoc)</td>
</tr>
<tr>
<td>Operations Decisions</td>
<td>C</td>
<td>I</td>
<td>D</td>
<td>C (Legal or ad hoc)</td>
</tr>
<tr>
<td>Compliance</td>
<td>I</td>
<td>I</td>
<td>D</td>
<td>(treasurer – Tax)</td>
</tr>
<tr>
<td>Programs</td>
<td>C</td>
<td>A</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Board Member Issues</td>
<td>C</td>
<td>C</td>
<td>I</td>
<td>D (Chair)</td>
</tr>
</tbody>
</table>

D = Driver  A = Approver  C = Consulted  I = Informed
Committees, Interest Groups and Affinity Groups

Committees
Standing committees
  e.g., executive, nominations, finance
Ad hoc committees
Project and program committees
  e.g., awards, education

Affinity Groups and Interest Groups
Project or Program Committee

Appointed by governance to advance a charge
Guided by governance and staff liaisons
Abide by SETAC policies
Adhere to committee guidelines
Role of Governance: Board of Directors

1. Advance SETAC’s vision, mission, principles & values through effective programming
2. Promulgate SETAC policies
3. Ensure SETAC’s ethical and fiduciary integrity

Adhere to constitution and bylaws
Role of Committees

- Appointed by BoD to advance a charge or a program
- Guided by BoD liaison and staff

Abide by SETAC policies

Adhere to committee guidelines
The Role of the Governance Liaison

• Guide committees in executing their charge

• Work with committee to ensure that their work:
  – Aligns with the mission and strategic plan
  – Complies with policies and guidelines
  – Does not overlap/conflict with other activities
  – Timely (e.g., proposals and reports)
Committee Guidelines Highlights

- Composed of 6–12 people
- Balances: tripartite, functional diversity, individual diversity
- Regenerative aspects of committees
- Organized into subgroups if needed
- Works on specific activities / programs
SETAC Policies
SETAC Policies

• Integrity
  • Code of Conduct
  • Code of Ethics
  • Conflict of Interest Policy

• Communication
  • Privacy Policy
  • Copyright Policy
  • Logo and Trademark
  • Social Media Policy

• Whistleblower Policy
  • Problem Resolution Policy
Integrity Policies

• To create safe and welcome space
• To guide scientific and professional integrity
• Apply to all SETAC activities: meetings, conference calls, publishing and communication outlets
Communication Policies

• Copyright: Protects intellectual property
• Social media: Provides community-building tips
• Logo and trademark: Protects the society's reputation
• Privacy: Protects our members
Problem Resolution

• Whistleblower: Provides a clear path for reporting concerns

• Problem resolution: Provides a clear procedure for resolving reported concerns
Committee Work
Committee Work

- Defined by existing program schedule
- Proposals for activities are welcome
- Work commences after board approval
- Work is done collaboratively with staff
Workflow

- Idea
- Proposal
- Decision
- Execution
Resources for Committees

Guidelines and Liaisons

Tools
• Scheduling: Doodle, Findtime, SurveyMonkey ..etc
• SETAC SharePoint for collaboration
• Book a SETAC Zoom

SETAC Staff
Provide guidance so committee time and staff resources are optimized
Strong Committees Need Strong Chairs

• Operate effectively relying on best practice
• Plan and conduct organized meetings
  – Prepare and publicize agenda and materials ahead of meeting
  – Stay focused; clearly identify action items and champions
  – Follow up in a timely manner
• Hold inclusive meetings
  – Take space and make space
  – Allow time and provide options for full participation
Thank you for volunteering your time for SETAC!